

BASE ACCESS FAQs

Q. What is needed to get on base?

A. A DoD-authenticated credential is a DoD-issued identification card, locally produced ID or pass that is registered in the installation's Defense Biometric Identification System when issued. All visitors/guests or other personnel who can demonstrate a need to enter JBER must obtain a DBIDS ID or pass from one of two Visitor Control Centers located at the JBER-Boniface or JBER-Richardson gates

Q. If have a CAC, do my guest have to get a pass to come on base?

Yes. If guests/visitors are accompanied by an authorized DoD member who is already registered in DBIDS and the guests/visitors are not already in possession of a DBIDS ID or pass, they are required to enter the VCC with the DoD member to sign-in and obtain a DBIDS pass.

Q. What is required for my guest(s) to receive a visitor's pass?

A. All guests/visitors 16 and older are required to possess a valid state or federal issued identification card when entering the VCC to receive a DBIDS ID or pass. If guest/visitor will be driving in their POV, they are required to produce driver license, vehicle registration and proof insurance.

Visitors/guests 15 and younger are not required to possess a valid state or federal form of identification, they are not required to obtain a DBIDS ID or pass but they must be in the company of their DoD member escort/sponsor at all times while on JBER

Q. How many guests am I allowed to sign-on Base?

A. DoD ID card holders may sign-in up to nine visitors/guests for as many as seven days at the time of entry to JBER or up to 72 hours in advance by going in person to either the JBER-Elmendorf VCC or the JBER-Richardson VCC, and adding the names of their guests to the visitor log. A telephone call, email or text message is not permitted by a sponsor in order to vouch for a visitor or guest arriving at the VCC and requesting entry. These visitors/guests are subject to vetting through DoD, state and federal criminal databases before receiving a DBIDS ID or pass.

Q. How do I get my visitor a long term pass or extended pass?

A. Visitor pass requests for more than seven days will be processed through the 673d Security Forces Squadron/Base Access Office, JBER-Richardson VCC or JBER-Elmendorf VCC. These longer term passes are based on the requesting sponsor being able to demonstrate a legitimate need for longer term access. Requests must be accompanied by proper supporting documentation. The sponsor will be notified of the final disposition of the request for access for their visitor/guest by the 673 SFS Base Access Office. These visitors/guests are subject to vetting through DoD, state and federal criminal databases before issuance of a DBIDS ID or pass.

Q. How do civilian companies obtain access to the installation if NOT contracted?

A. Civilian companies must be properly sponsored by an on-base agency. The on-base agency will be the ones submitting the civilian company's employees for base access. The civilian company needs to get in contact with the on-base agency that can/cannot utilize their services. Numbers for on-agencies can be found on by the Base Operator at 552-1110.

Q. What do you need for Large Functions/Events on the installation?

A. The 673 ABW Form 22, Function Checklist, will be used if a sponsor/sponsoring organization on JBER wishes to host a large number of personnel to attend an approved event or function on JBER. The sponsor is required to gather and include on the Wing Form 22 personal identifying information for all guests 16 years of age or older that would like to attend the event. The sponsor will then either bring the information in the Base Access Office at Bldg 8517 People Center or email it to 3sfs.identicard@us.af.mil

Q. What is the minimum amount of time I must submit the Wing Form 22?

A. Typical timeframes for different-sized events are; 10 to 50 visitors submitted at least five duty days before the event, 50 to 100 visitors submitted at least two weeks before the event, and 100 or more guests submitted at least three weeks before the event. It is imperative Wing Form 22s are submitted well in advance of the event.

Q. What information needs to be on the Wing Form 22?

A. Wing Form 22 must be filled completely out. The guest list must have the following information: last name, first name, middle initial, driver license, state of issue, date of birth or last 4 of SSN. This information will be used to screen local, state and federal databases to determine whether, or not the guest should be granted access.

All approved personnel will appear on the completed Form 22, which will be posted at the gate within 24 hours of the event. Guests must enter via one of the JBER VCCs and event access may be restricted to one VCC or the other. When the guests arrive, the installation entry controller

will check the guest's state or federal ID (16 yrs or older) against the names listed on the approved Wing Form 22

Q. Can visitor drive on and off base?

A. Yes, if guest/visitor will be driving in their POV, they are required to produce driver license, vehicle registration and proof insurance. Personnel who have been identity proofed and favorably vetted are eligible for unescorted access within the installation; but are still subject to any controlled or restricted area limitations, as appropriate.

Q. How many days can my visitor get a pass for?

A. Visitor pass requests over 7 days (extended DBIDS passes) will be processed through the 673 SFS/Base Access Office, JBER-Richardson VCC and/or JBER-Elmendorf VCC. An extended DBIDS pass for visitors can be requested for up to 30 days. DoD ID card holders with visitors from outside the local area may obtain an extended DBIDS pass for their visitors at the Boniface or the Richardson VCC up to 30 days. Visitors are required provide proof of their travel duration by producing travel itinerary; a pass will be made one day past the departure date.

DD Form 2, DoD CAC, DD Form 1173, and retiree card holders may get Long-term DBIDS passes up to one year after routing and approval based. Long-term DBIDS passes are based on need for access, not for convenience. Military requesters must have the form endorsed by their Commander or First Sergeant and civilian requestors must have their form endorsed by their supervisor. All documents will be returned to either 673 SFS/Base Access Office, Richardson, and/or Boniface VCC. Requests must be accompanied with supporting documentation for processing and disposition.

Q. What if my visitors a foreign national?

A. AFOSI will be notified of all foreign guests to the installation. DoD personnel may sponsor guests from any foreign country with the exception of Cuba, Iran, North Korea, Sudan and Syria (identified by the Department of State as countries supporting terrorism). Authorization from the 673 ABW/CC is required prior to allowing entry to visitors from the countries listed above. The DoD sponsor is responsible for ensuring they are with their foreign guest at all times while on the installation. At no time will a foreign guest be left unattended on the installation